

Tennessee Board for Licensing Contractors
REVISION - ADD CLASSIFICATION - Check-List
(No Fee Required)

1. ____ Sign up for the trade exam, if required for the type of classification you are adding to your license. Some classifications do not require a trade exam; environmental specialties require “certifications”. (See pages i – v of the detailed instructions for classifications requiring an exam or certifications. Information to sign up for the exam may be obtained from the “Candidate Information Bulletin” attached separately) or available online at: <http://candidate.psiexams.com>
 - The “Business and Law” exam is not required to be taken for a revision.
 - Tennessee has a trade exam waiver (reciprocal) agreement with Alabama, Arkansas (General), Louisiana, Mississippi, North Carolina (General) and South Carolina. May submit the attached exam verification form [page 4] in lieu of re-taking trade exam.
2. ____ Complete [pages 1 and 2] “Revision (Add Class) Application”. Be sure to check **“HAVE or HAVE NOT bid”**; list the qualifying agent assigned; and sign.
 - If you checked **“HAVE bid”**, this is considered a violation of the law; please attach an explanation; may be notified by the Board that the revision has been held for six (6) months and/or a civil penalty may be assessed. May review the law under § T.C.A. 62-6-120.
3. ____ Entities may designate a full time employee or officer as the Qualifying Agent (QA). If the QA does not have a majority (20%) ownership, must complete the “Power of Attorney” form, [page 3]. *TCA 62-6-115 and Rule 0680-1-.02*
4. ____ Mail revision “Add Classification” form (pages 1 – 2) to: **500 James Robertson Pkwy., Nashville, TN 37243**, and include experience information, copy of the trade exam score, or training certificates, and Power of Attorney (if applicable). Revisions applications are due at the end of the month, prior to the Board meeting (February 28, April 30, June 30, August 31, October 31, or December 31). There is not a fee for this service. (If hand-delivering, our office is located at the Andrew Johnson Tower, 3rd Floor on 710 James Robertson Pkwy.).
 - Revision requests must be approved by the Board at their regularly scheduled meetings! Do not contract until you receive approval. You may check the Board’s website for meeting dates and approval status online at: <http://licsrch.state.tn.us/> Do not submit the revision with a renewal to ensure it goes to the revision section.
5. ____ Upon receipt of your revision request, the Board will notify you if additional information is needed. After the Board meets, you will be mailed a revised license; OR - If denied, a letter will be sent notifying you. If revising a license during renewal time, you may receive two (2) license certificates (renewal and revised).

NOTE: DO NOT SUBMIT REVISIONS WITH A RENEWAL!!



Tennessee Department of Commerce & Insurance
Board for Licensing Contractors
(Mailing Address): 500 James Robertson
Pkwy.

Nashville, TN 37243-1150
1-800-544-7693 or (615) 253-5741 or FAX – 532-2868
www.state.tn.us/commerce/boards/contractors

NO FEE FOR THESE SERVICES

ADDING CLASSIFICATION(S) INSTRUCTIONS

In order to add a classification to your contractor's license, please complete the attached application. List experience, equipment and attach a copy of the applicable exam score. Revision requests must be received by the last day of the month, prior to the Board meeting. The Board meets in January, March, May, July, September, and November. For example, a request received on June 30th would be reviewed at the July Board meeting. This is in accordance of §T.C.A. 62-6-111.

In order for a request to be granted prior to the meeting, the "owner" of the project (person taking bids) may submit a hardship request in writing for the contractor, stating the hardship, bid date, details of the project and why they need this contractor to bid. The contractor's paperwork must be complete. Hardship request form is available at the website and must be considered an undue hardship on the owner and be in the best interest of the public safety and welfare to grant license.

The "Business and Law" exam is not required, unless classified as a restricted licensee (BC-A/r).

NOTE: T.C.A. 62-6-120, prohibits a contractor from offering to engage prior to their license classification being revised. Revisions are approved by the Board at regular scheduled meetings. The staff cannot approve these requests. Make sure you have your approval in writing before bidding!!!

TRADE EXAMINATIONS REQUIRED FOR THE FOLLOWING CLASSIFICATIONS:

RESIDENTIAL BUILDING (BC-A)	*MECHANICAL (CMC);* PROC.PIP.(CMC-B)
COMMERCIAL BUILDING (BC-B)	*PLUMBING (CMC-A)
INDUSTRIAL BUILDING (BC-C)	**SPRINKLERS/FIRE PROTECTION (CMC-D)
RESID./SMALL COM. (BC-A&b{sm})	HVAC/REFRIGERATION (CMC-C)
RESIDENTIAL/COMMERCIAL/and	ELECTRICAL (CE)
INDUSTRIAL COMBINED (BC)	SEWER PLANTS - MU-B (BC-B)

See attached for complete listing of classifications!

*Plumbing and Mechanical require pre-approval to take the exam. Process Piping (CMC-B) may require full mechanical exam (based on experience and certifications); please attach a detailed request for the type of work you plan to perform.

**Fire Sprinklers require certification from the Division of Fire Prevention

Please review the "Candidate Information Bulletin" for an outline, reference materials, pre-approval request forms for plumbing/mechanical and registration information or you may contact PSI at 800-733-9267 or you may schedule an appointment online www.psiexams.com. They cannot recommend which exam to take.

INSTRUCTIONS

- **Complete the attached revision form and mail to the Board address above;** (if hand-delivering, the Board's physical address is at the Andrew Johnson Tower, 3rd Floor/710 James Robertson Pkwy.)
- **Do NOT submit Revision requests with renewal** (to ensure it is not overlooked)
- **If additional information is needed, you will be contacted**
- **Revisions are approved at the Board's regular meetings; no personal interview is required and upon Board approval, a revised license with the added classification will be mailed. May check on the website at: <http://licsrch.state.tn.us/> after the Board meeting to check the updated status**
- **If the Board denies the revision, a letter will be mailed within two (2) weeks after the Board meeting.**

(Page i)

Continued-

Outline of License Classifications

All applicants must take the Business and Law exam. The following is an outline of classifications and identifies those requiring a "Trade" test:

BC - BUILDING CONSTRUCTION - (Test Required)

A. Residential (BC-A) - (Test Required)

"Residential building contractors" are those whose services are limited to construction, remodeling, repair, or improvement of one, two, three, or four family unit residences not exceeding three stories in height and accessory use structures in connection therewith.

Limited Residential Restricted (BC-A/r) – No Test – Course at community college
\$70,000 total project; no 10% bid tolerance; must take exams to increase limit. (New rules in process.)

B. Commercial (BC-B) - (Test Required)

A commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public, including residential construction with more than four (4) units or greater than three (3) stories in height.

b. Small Commercial (BC-b) - (Test Required)

A small commercial building contractor is authorized to bid on and contract for the construction, erection, alteration, repair or demolition of any building or structure for use and occupancy by the general public where the total cost of which does not exceed seven hundred fifty thousand dollars (\$750,000.00); must take the "B" exam to increase.

C. Industrial (BC-C) - (Test Required)

A contractor under this classification is authorized to bid on and contract for the erection, alteration, repair and demolition of buildings or structures used for industrial production and service, such as manufacturing plants.

BC BUILDING SUBCATEGORIES – (Test not required for five (5) or less of the following subcategories)

1. Acoustical Treatments
2. Carpentry, Framing and Millwork, etc.
3. Drywall
4. Floor Covering
5. Foundations
6. Glass, Window and Door Construction
7. Institutional and Recreational Equipment
8. Lathe, Plaster and Stucco
9. Masonry
10. Ornamental and Miscellaneous Metal
11. Painting, Interior Decorating
12. Roof Decks
13. Site and Subdivision Development
14. Special Coatings and Waterproofing
15. Tile, Terrazzo and Marble
16. Insulation
17. Elevators, Escalators, and Dumbwaiters
18. Erection and Fabrication of Structural Steel
19. Concrete
20. Sheet Metal
21. Roofing
22. Conveyors
23. Sandblasting
24. Golf Courses
25. Tennis Courts
26. Swimming Pools
27. Outdoor Advertising
28. Excavation (*Note: Always check on permits with the Department of Environment & Conservation*)
29. Landscaping
30. Fencing
31. Demolition
32. Millwright
33. Irrigation

Example: A contractor with a full **BC** classification is considered licensed to bid and perform "residential, commercial and industrial" building, as well as, any of the 33 listed building subcategories. A contractor with a **BC-31 classification** would be licensed for "demolition", only.

HC - HEAVY CONSTRUCTION (*No Test - for HC or any of the HC subcategories*)

A. Marine (HC-A)

(Wharves, Docks, Harbor Improvements and Terminals)

B. Tunnel and Shaft (HC-B)

C. Energy and Power Plants (HC-C)

D. Dams, Dikes, Levees and Canals (HC-D)

E. Mining Surface and Underground (HC-E)

F. Oil Field Construction (HC-F)

G. Oil Refineries (HC-G)

Heavy Construction Categories (Apply to All Areas)

1. Structural Steel Erection
2. Tower and Stack Construction
3. Foundation Construction, Pile Driving, Foundation Drilling, and Stabilization
4. Demolition and Movement of Structures
5. Clearing, Grubbing, Snagging and Rip Rap
6. Slipform Concrete Structures
7. Rigging and Crane Rigging
8. Welding

HRA - HIGHWAY, RAILROAD AND AIRPORT CONSTRUCTION (*No Test – for HRA or HRA subcategories*)

A. Grading and Drainage (HRA-A)

Includes grading, drainage pipe and structures, clearing and grubbing. (Note: Check with Department of Environment & Conservation for permits)

B. Base and Paving (HRA-B)

1. Base Construction
2. Hot and Cold Mix Asphalt
3. Surface Treatment Asphalt
4. Concrete Paving

C. Bridges and Culverts (HRA-C)

1. Painting
2. Repair
3. Demolition
4. Bridge Deck Overlay (Sealant)
5. Gunite
6. Cofferdam
7. Steel Erection

D. Railroad Construction and Related Items (HRA-D)

E. Miscellaneous and Specialty Items (HRA-E)

1. Traffic Safety
 - (a) Pavement Markers
 - (b) Signing
 - (c) Guardrail and Fencing
 - (d) Attenuators, signalization and roadway lighting
2. Landscaping

Includes seeding, sodding, planting, and chemical weed and brush control.

3. Pavement Rehabilitation

Includes pressure grouting, grinding and grooving, concrete joints, and underdrains.

4. Well Drilling (Note: Contact Department of Environment & Conservation for their license)

5. Miscellaneous Concrete

Includes sidewalks, driveways, curb and gutter, and box culverts.

MU - MUNICIPAL AND UTILITY CONSTRUCTION – (*No Test - for MU subcategories, except for a full MU or MU-B classification*)

Municipal and Utility Construction includes all supervision, labor, material and equipment to complete underground piping, water and sewer plants and sewer disposal, grading and drainage, and paving (unless restricted to specific areas named).

A. Underground Piping (MU-A)

Furnish supervision, labor, material and equipment to complete all underground piping for municipal and utility construction (unless restricted to specific areas names).

1. Gas Distribution and Transmission Lines
2. Sewer Lines, Storm Drains, Rehabilitation and Structures
3. Waterlines
4. Underground Conduit

B. Water and Sewer Systems* (MU-B)

* requires a BC-B or commercial or industrial trade exam to construct water and sewer plants.

C. Grading and Drainage (MU-C) Includes grading, drainage pipe and structures, clearing and grubbing. (**Note: Always check with Department of Environment & Conservation for permits**)

D. Base and Paving (MU-D)

1. Base Construction
2. Hot and Cold Mix Asphalt
3. Surface Treatment Asphalt
4. Concrete Pavement
5. Miscellaneous Concrete (includes sidewalks, driveways, curb and gutter, and box culverts)

MC/CMC - MECHANICAL CONTRACTING

- A. Plumbing and Gas Piping (**CMC-A**) - *(Test Required)*
- B. Process Piping (**CMC-B**) – *(No Test)*
- C. HVAC, Refrigeration and Gas Piping (**CMC-C**) - *(Test Required)*
 - 1. Solar HVAC (geothermal) – *(Test Required – CMC-C) – (Well Drillers must register with Dept. of Environment)*
- D. Sprinklers & Fire Protection (must register with Fire Prevention) - (**CMC-D**) - *(Test Required)*
- E. Insulation of Mechanical Work (**CMC-E**) – *(No Test)*
- F. Pollution Control (**CMC-F**) – *(No Test)*
- G. Pneumatic Tube Systems (**CMC-G**) – *(No Test)*
- H. Temperature Controls (Pneumatic) (**MC-H**) - *(No Test)*
- I. Boiler Construction & Repairs (**CMC-I**) - *(No Test)*
- J. Fuel Gas Piping and Systems (**CMC-J**) - *(No Test)*

E/CE – ELECTRICAL CONTRACTING *(Test Required for full CE)*

- A. Electrical Transmission Lines (**CE-A**) - *(Test Required – High Voltage)*
- B. Electrical Work for Buildings and Structures - *(Test Required – full CE)*
- C. Underground Electrical Conduit Installation (**CE-C**) – *(No Test for Low Voltage – 70 volts)*
- D. Sound and Intercom Systems, Fire Detection Systems, Signal and Burglar Alarm Systems and Security (**CE-D**) – *(No Test Required for Low Voltage/up to 70 volts; must register with Alarm Systems Contractors Board!) Alarm contractors may be exempt from contractor's license (see § 62-6-135)*
- E. Electrical Signs (**CE-E**) – *(Test Required if more than 70 volts)*
- F. Telephone Lines and Ducts (**CE-F**) – *(No Test Required; Low Voltage)*
- G. Cable T.V. (**CE-G**) – *(No Test)*
- H. Substations (**CE-H**) – *(Test Required for High Voltage)*
- I. Electrical Temperature Controls (**CE-I**) - *(No Test)*
- J. Fire Detection Systems, Signal and Burglar Alarm Systems and Security Systems with conduit and wiring above (70) volts require an electrical exam. (**CE-J**) - *(Test Required – CE)*
- K. Roadway Lighting, Attenuators and Signalization - requires electrical examination. (**CE-K**) – *(Test Required – CE)*

S- Specialty/Environmental - *(No Test; based upon experience, training and certifications)*

- A. Asbestos Material Handling/Removing (**S-A** or **S-Asbestos**)
- B. Underground Storage Tank (**S-B** or **S-UST**)
- C. Lead-Based Paint Abatement (**S-C** or **S- Lead**)
- D. Hazardous Waste Removal (**S-D** or **S-Hazardous**)
- E. Air, Water or Soil Remediation (**S-E** or **S-Remediation**)

S-Specialty/Medical Gas Piping (S-Medical Gas Piping) – *(No Test Required)*

Installation, maintenance and repair work falling within the regulation of medical gas piping pursuant to Tennessee Code Annotated, Section 68-11-253.

- A. Medical Gas Piping Installer Certification Requirements.

1. The minimum qualifications for board certification are the qualifications for certification established by the American Medical Gas Institute (AMGI) or the Piping Industry Progress and Education Trust Fund (PIPE). A minimum of thirty-two (32) hours of training, with eight (8) of brazing.

S - Specialty (Specified) – *(No Test for “S” specialty classifications)*

The Board reserves the right to depart from the classification system in appropriate individual cases, with no trade exam required. The following are examples.

S-Telecommunication / Cell Towers**S-Equipment Installation****S-Mold Remediation****S-Telecommunications**

(NOTE: The above is an abbreviated list of specialties and does not include all specialty classifications assigned to contractors by the Board.)

Compilation from *Rule 0680.1--.16* and may be reviewed at the Tennessee Secretary of State's web address at:

<http://www.state.tn.us/sos/rules/0680/0680.htm> or contact our office for a copy.



BOARD FOR LICENSING CONTRACTORS

Mailing Address: 500 JAMES ROBERTSON PKWY
NASHVILLE, TN 37243-1150

TELEPHONE: (615) 253-5741 or (615) 253-4710 or 800-544-7693 or FAX: (615) 532-2868

Email: Karen.Baker@state.tn.us or Website: www.state.tn.us/commerce/boards/contractors

Note: Physical Address is at the Andrew Johnson Tower, 3rd Floor/710 James Robertson Pkwy.

REVISION (Add Class) - Application

LICENSE ID#000 _____

DATE: _____

COMPANY NAME: _____

ADDRESS: _____

(☐ No ☐ Yes – The above is a new address)

Telephone: (____) ____-____ Fax: (____) ____-____ Email: _____

This is to request Board review to add the following classification(s):

As licensee, I ☐ **HAVE** or ☐ **HAVE NOT** bid or performed construction in which we are not properly licensed. (If you checked "HAVE", please attach an explanation.)

(Owner/Officer Signature)

(Print Name of Qualifying Agent)

***If you checked "HAVE bid" please attach an explanation!**

Please attach a list of experience (see page 2) and a copy of applicable trade exam scores.

DO NOT WRITE IN THIS SECTION FOR OFFICE USE ONLY

Current Classification(s): _____ Monetary Limit: _____

Expiration Date: _____ Exam(s) Taken: ____ / ____ / ____ Score(s): ____ / ____ / ____

☐ Exam(s) Not Required ☐ Training Certificates Attached ☐ POA Attached ☐ Increase Requested
(see attached)

ADDITIONAL INFORMATION NEEDED: _____

LETTER SENT: ____ REV RECD; ____ ADD INFO; ____ Other: _____

☐ **APPROVED FOR** _____

☐ **APPROVED UPON RECEIPT OF** _____

☐ **DENIED--REASON:** _____

Board Member: _____ Date: _____

Page 2
Revision Synopsis
Experience Information

Please list experience for the classification(s) requested:

Year:_____ Project/For Whom_____ Contract Amount \$_____

Type of Work:

Year:_____ Project/For Whom_____ Contract Amount \$_____

Type of Work:

Year:_____ Project/For Whom_____ Contract Amount \$_____

Type of Work:

Year:_____ Project/For Whom_____ Contract Amount \$_____

Type of Work:

Year:_____ Project/For Whom_____ Contract Amount \$_____

Type of Work:

Personnel (May attach list or their resume of owners, officers and qualifying agents)

Name:_____	Title:_____	Years Experience:_____
Name:_____	Title:_____	Years Experience:_____
Name:_____	Title:_____	Years Experience:_____

Equipment List (may attach list)

Certifications/Licenses (please attach copies; may attach list)

☐ Fire Sprinkler/NICET ☐ Geothermal/Well Driller/TDEC ☐ Alarm Systems ☐ Other

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS
Mailing Address: 500 JAMES ROBERTSON PARKWAY, SUITE 110
NASHVILLE, TENNESSEE 37243-1150
(615) 253-5741 or (800) 544-7693 or FAX - (615) 532-2868

(License Revision)

POWER OF ATTORNEY

Know all that I, _____, of _____,
(Owner's Name) (County)
_____, of _____ do hereby appoint:
(State) (Licensed Name)

_____ (Qualifying Agent Name or Officer)	_____ (Title)	_____ (Date of Employment)
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Above named is at least 18 years of age and is a full time employee or officer, is authorized to act as qualifying agent (QA) on the company's behalf, to take the examinations(s). Pursuant T.C.A. §62-6-115 -118, employee/officer has sufficient knowledge to bind the licensed entity and has not been convicted of a felony or has complaints and judgments for violation of license law. (If QA has, convictions/complaints, please submit an explanation).

This designated qualifying agent _____ ***IS** or _____ **IS NOT** listed as the QA for another licensee (attach explanation if listed or had been listed on another license in Tennessee). I understand should the qualifying agent leave the company, pursuant T.C.A. §62-6-115, the Board must be notified within 10 days; another individual must be designated to pass the examination(s) within 90 days, or the license is considered invalid.

Owner - Signature

Qualifying Agent - Signature

Affirmed, witnessed and subscribed before me this _____ day of _____, 20_____.

Notary Public My Commission Expires: _____

-(Seal)-

***If you checked "IS" listed on another contractor's license, what is the license ID#000_____.**
A Qualifying Agent must list complaint and felony conviction information on the Contractor's Affidavit; cannot be listed on more than one license unless they are a majority owner or their license is inactive/retired. Please submit an explanation.

****Note:** A qualifying agent who is a full time employee or officer, with less than 20% majority ownership, may be designated as the QA with a Power of Attorney.

TENNESSEE RECIPROCITY INFORMATION

TENNESSEE BOARD FOR LICENSING CONTRACTORS
500 JAMES ROBERTSON PARKWAY, SUITE 110
NASHVILLE, TENNESSEE 37243-1150
(800) 544-7693 or FAX - (615) 532-2868
www.tn.gov/commerce/boards/contractors



ALL CONTRACTORS MUST HOLD A TENNESSEE LICENSE PRIOR TO OFFERING A PRICE, CONTRACTING OR BIDDING OR BE SUBJECT TO PENALTIES AND DENIAL OF LICENSE (See TCA 62-6-120).

The State of Tennessee has entered into a trade exam waiver agreement with licensing agencies in: Alabama – (General, Electrical, Residential, and HVAC); Arkansas (General Contracting); Louisiana; Mississippi, North Carolina (Residential/Commercial) and South Carolina. Reciprocity is with the TRADE exam, only. The reciprocating state must be the applicant's home/domiciled state or be an exam comparable to Tennessee's current exam with PSI. In addition, the contractor must pass the Tennessee Business and Law exam, complete the entire license application with all financial requirements, workers compensation and liability insurance, and Board review. Please also attach copy of license and exam score, if available. Corporations or LLC must register with the Tennessee Secretary of State.

LICENSE VERIFICATION

Licensee: _____ License #: _____
(Name as it appears on license)

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____; Fax: (____) _____ Email: _____

(Signature of Owner or Officer) Date: _____

ATTN: Reciprocating State - The above named applicant is applying for a contractor's license in the State of Tennessee. Please complete the bottom portion and return to the contractor for them to submit with their Tennessee license application.

RECIPROCATING STATE AGENCY COMPLETES PORTION BELOW

Verifying State Completing Form:

___ Alabama ___ Arkansas ___ Louisiana ___ Mississippi ___ North Carolina ___ South Carolina

Owner(s) or Officer(s): _____

Name of Qualifying Agent(s) (Person Tested): _____

License Classification: _____ Monetary Limit: _____

Original Date of Licensure: _____ Expiration Date: _____

Licensed By: _____

☐ Exam - Type & Score: _____ Date: _____

☐ Endorsement- State: _____

☐ Waiver - _____

Complaints: ☐ None ☐ Yes - Disciplinary Action: _____

Signature: _____ Title: _____
(By State Agency)

TCA 12-4-801 - **Bid Preference Law** - A like reciprocal preference is allowed to the lowest responsible bidder to a contractor who is either a resident of this state or is a resident of another state.